



CITY OF HOUSTON

Job Posting

1	Applications accepted from:	ALL PERSONS INTERESTED
2	Job Classification	Division Manager (Exe. Level)
3	Posting Number	PN# 103155
4	Department	Library Department
5	Division	Administration
6	Section	Financial Services*
7	Reporting Location	500 McKinney*
8	Workdays & Hours	M – F, 8:30 a.m. – 5:30 p.m.*
		*Subject to change

9 **DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS**

Serves as the Library's Financial Officer managing a general revenue, capital and private fund budget in excess of \$40 million annually. The Division includes the Library's business office, purchasing unit, contract administration, inventory management unit, and grants unit. Coordinates the preparation, implementation and monitoring of the library's budget and expenditures. Coordinates the preparation, implementation and monitoring of private fund accounts including investments, in collaboration with the Library Board. Manages contracts and negotiates procurement terms and conditions with potential vendors. Drafts and reviews proposed contracts, letters of agreement and amendments. Establishes policies, procedures, guidelines and project schedules. Represents the Library as liaison to other City departments as it pertains to all financial matters. This position reports to the Deputy Director of Administration.

10 **WORKING CONDITIONS**

Must be able to communicate effectively orally and in writing. Must be able to use a computer to access/input information. Must be able to move freely throughout the unit. The position is physically comfortable.

11 **MINIMUM EDUCATIONAL REQUIREMENTS**

Position requires a Bachelor's Degree. A thorough understanding of both theoretical and practical aspects of financial systems is essential.

12 **MINIMUM EXPERIENCE REQUIREMENTS**

Seven years of progressive professional experience closely related to the activities of the division are required, with at least three of the years in a supervisory capacity.

13 **MINIMUM LICENSE REQUIREMENTS**

Requires a valid Texas Driver's License and compliance with the City of Houston policy on driving (AP 2-2).

14 **PREFERENCES**

Strong senior management and innovative leadership experience. Current qualification as CPA (Certified Public Accountant). MBA preferred. Ability to supervise and train staff. Current computer skills including Microsoft Windows and Microsoft Office (Word, Excel, Access). Experience using AFMS, GHRS, HRMS, MIP, EPS, BUDPREP and Advantage HR software is desirable.

15 **SELECTION/SKILLS TESTS REQUIRED**

None

16 **SAFETY IMPACT POSITION**

☒ Yes ☐ No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

17 **SALARY INFORMATION**

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is:

Salary Range - Pay Grade 29
\$1885 - \$2639 Biweekly \$49,010 - \$68,614 Annually

18 **OPENING DATE**

February 16, 2005

19 **CLOSING DATE**

Open Until Filled

20 **APPLICATION PROCEDURES**

Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, 1st Level. TDD Phone Number 713-837-9496. Successful candidates will be notified of their application status. **All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.**

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